

**Construction Notice**

This contact list may not be complete. If you cannot find the contact you are looking for, please close this page and E-mail the web master. You may also contact Provider Relations at the number on this document.

January 2009

School Providers Key Contacts**Hours are 8:00 a.m. to 5:00 p.m. (Mountain Time) Monday - Friday**

Topic	Contact	Information Available
Claims (Medicaid)	Claims Processing Unit P. O. Box 8000 Helena, MT 59604 Phone: (800) 624-3958 In state (406) 442-1837 Out of state and Helena	<ul style="list-style-type: none">• Send paper claims to this address.• Call for answers to claims questions.
Client Eligibility		<ul style="list-style-type: none">• See <i>Client Eligibility</i> in the <i>Key Contacts</i> listing.
PASSPORT Client HelpLine	PASSPORT to Health P.O. Box 254 Helena, MT 59624-0254 Phone: (800) 362-8312 In and out of state	<ul style="list-style-type: none">• Clients who have general Medicaid questions may call the Client HelpLine.
PASSPORT Provider HelpLine	PASSPORT to Health P.O. Box 254 Helena, MT 59624-0254 Phone: (800) 480-6823 In and out of state	<ul style="list-style-type: none">• For answers to any PASSPORT related questions.• To enroll as a PASSPORT provider.
Policy Questions	Rena Steyaert Medicaid Services P.O. Box 202951 1400 Broadway Helena, MT 59620 Phone: (406) 444-4066 In and out of state Fax: (406) 444-3846 In and out of state E-Mail: rsteyaert@mt.gov	<ul style="list-style-type: none">• See also <i>Policy Questions</i> in <i>Key Contacts</i> listing.
Prior Authorization	Mountain Pacific Quality Health Phone: (406) 443-4020 X5850 In Helena (800) 497-8232 X5850 Outside Helena Fax: (406) 443-4585 or (800) 497-8235 First Health Services MT Utilization Review 4300 Cox Road Glen Allen, VA 23060	<ul style="list-style-type: none">• Prior authorization is required for school-based private-duty nursing services along with the doctor's order.• For questions regarding prior authorization and continued stay review for selected mental health services which include CSCT and CBPR&S concurrently.

School Providers Key Contacts (continued)

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Topic	Contact	Information Available
Provider Enrollment	Provider Enrollment Unit P.O. Box 4936 Helena, MT 59604 Phone: (800) 624-3958 In state (406) 442-1837 Out of state and Helena	<ul style="list-style-type: none"> • To enroll as a Montana Medicaid Provider.
Provider Relations	Provider Relations Unit P.O. Box 4936 Helena, MT 59604 Phone: (800) 624-3958 In state (406) 442-1837 Out of state and Helena	<ul style="list-style-type: none"> • For questions about claims, EDI, eligibility, payments, denials, or to request billing instructions, manuals, or fee schedules, call or write. • Billing instructions, manuals, forms, and fee schedules are also available on the Provider Information Web Site at www.mtmedicaid.org.
Third Party Liability	Third Party Liability Unit P. O. Box 5838 Helena, MT 59604 Phone: (800) 624-3958 In- and out-of-state (406) 443-1365 Helena	<ul style="list-style-type: none"> • For answers to questions about private insurance, Medicare or other third-party liability.